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# Example of Client Reporting Analyst Job Description

Our company is searching for experienced candidates for the position of client reporting analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for client reporting analyst

* Work with various business groups to support Valuations, Red Herrings, Address Change Letters, Gift Notifications, Email notification process, reconciliations, CMO’s, CLO’s, and other Client Reporting & Mailing functions
* Develop an expertise in the FRM product suite to effectively develop and deliver product-level content in client reporting
* Peer reviewing client deliverables completed by the team as needed to ensure accuracy, data reasonability
* Follow the design guidelines including branding requirements
* Prepare final layout print ready art files
* Maintain brand standards across all sales collaterals
* Identify and place all visual elements of a project, including illustrations, photography, and font styles to produce desired output
* Review all creative materials to ensure they meet corporate standards and client requirements
* Work with various teams to gather required information from various groups to be updated on the report
* Adhere to expected timelines maintain highest accuracy

## Qualifications for client reporting analyst

* Extensive Client Servicing background
* Monitoring Client Queries inbox, ensuring all queries are responded to within required timeframes
* Respond directly to clients, both internal and external, seeking additional information where required to reach resolution
* Liaise with necessary team members to ensure closure of more challenging and complex requests, facilitating process through to completion
* Bachelor’s degree with a minimum of 3 years relevant work experience in financial services, preferably within Operations – ideally within a Client Service or Client & Regulatory Reporting Role
* German, Italian, Spanish, or French skills would be a distinct advantage